

STATE OF HAWAII
DEPARTMENT OF PERSONNEL SERVICES
825 MILILANI STREET
HONOLULU, HAWAII 96813

May 9, 1974

MEMORANDUM

TO: ALL DEPARTMENTAL PERSONNEL OFFICERS

FROM: DIRECTOR, PERSONNEL SERVICES

SUBJECT: RECOMMENDED PROCEDURES FOR THE ISSUANCE OF
PRESCRIPTION SAFETY GLASSES

To further clarify the DPS memo "Provision of Prescription Safety Glasses" dated May 8, 1974 and to standardize the procurement and dispensing of prescription ground safety glasses, the following procedure is being recommended to the departments for adoption.

Employee Qualification: The conditions under which an employee can qualify for prescription safety glasses to be provided by the department shall be as stated in the DPS memo on "Provision of Prescription Safety Glasses" as amended.

Departmental Procurement Responsibility:

- Each department is to determine the level of supervision/management where recommendation and approval to provide an employee with prescription ground safety glasses will be made. (Sample Application for Prescription Safety Glasses is attached.) Upon approval by the proper authority the employing agency or department will direct the employee to the selected vendor to have his prescription filled.
- Central Purchasing (DAGS) will be responsible for the selection of the vendor on each of the major islands and for the issuance of the appropriate price list in accordance with their policy. (It is expected that Central Purchasing will be able to issue the price list for all major islands by June, 1974.)
- The department shall not encourage an employee to obtain the prescription prior to the authorization that he is entitled to the prescription safety glasses to be provided by the department.
- Each department will establish its own procedures for controls and recordkeeping in accordance with its administrative policy.

Department Financial Responsibility

- Central Purchasing will issue detailed procedure relating to the fiscal aspect of the purchase order.
- The employing agency or department will be responsible for the issuance of purchase order.
- The department will pay all costs for clear safety glasses mounted in safety frame F9800 or FX9800 ground to the employee's prescription as per the accepted bid. On replacement cost because of damage or loss in performance of duty or because of vision change, the department will pay for the safety lenses and/or frames as applicable.
- The safety glasses must meet specifications as set forth in American National Standard for Occupational and Educational Eye and Face Protection Z87.1 - 1968.
- Each department will establish its own procedure for payment in accordance with its fiscal policy.

Employee Responsibility

- Upon receiving written authorization from the proper authority that he is eligible to be provided with prescription safety glasses, he shall submit a copy of the prescription as may be required by the department. The employee shall make arrangements with the authorized vendor to have his prescription filled. The employee shall present a copy of the purchase order to the authorized vendor when making the arrangement.
- The employee will obtain and pay for his own prescription/eye examination. Sick leave will be granted to those employees who cannot arrange for an eye examination outside of regular working hours or on non-working days.
- The employee may obtain cosmetic safety frames, tinted or colored safety glasses, provided the additional cost for the cosmetic frames, tinted or colored glasses are paid by the employee.

The preceding procedure in no way changes the intent of DPS memo "Provision of Prescription Safety Glasses" dated May 8, 1974 and all paragraphs apply.

/s/ JAMES H. TAKUSHI, Dir. Of Per. Services

Reformatted 10/96